Adding or Removing a Sanction

To Add a Sanction:

- NOTE: This procedure addresses TEAMS processing only, and assumes that the sanction has already been deemed necessary per policy.

Step	Action
1.	'Next' to the EMPS screen for the month the sanction needs to be stored.
2.	Select the person you are sanctioning, from EMPS. ❑ Type a character next to his/her POA and Name. ❑ Press Enter.
3.	On EMPL, change the CMPLY field to N (if the WoRC Case Manager has not already done so) next to the appropriate component.
4.	Type **S** in the **N/S/D** field to the left of the desired component; press Enter. This will access the **SAMA** (Sanction Maintenance) screen. • In the top section of SAMA, information about the component will be displayed, as well as the sanction start date, sanction number, and length of sanction (in months). The sanction will begin with the next month for which benefits have not yet been issued (regardless of the month entered on the menu to access EMPL). On **SAMA**, tab to the Comment section and enter text to describe why the participant is being sanctioned. **Press Enter** to store the sanction, and then press **F5** to return to EMPS.
5.	**After** the sanction has been entered, press F3 to return to the SYSE menu. 'Next' to the AF SEPA screen <u>for the month in which the sanction begins</u>. • Note: If the sanction was added during the last three days of the month (i.e., after issuance of benefits for the next month), you can't yet access SEPA for the benefit month in which the sanction will begin. Wait until the first of the month to complete this step.
6.	On the **AF SEPA** screen, change the person's Participation code to **DQ-SN**. (Be sure you have accessed SEPA for the month in which the sanction begins.) Press Enter. • This will terminate the person's Employability Plan/FIA, and the EMPS screen will no longer display the sanctioned person, for that benefit month.
7.	Complete eligibility and benefit determination for the remaining members, and authorize the reduced benefits as appropriate. • If there are other involvements in the case (Food Stamps, Medicaid), eligibility must be reevaluated. See Section 703-2 (Sanction) in the TANF Cash policy manual for guidance.
8.	Send notices as appropriate per policy, and enter case notes on the **CANO** screen.

To Remove a Sanction:

- Only supervisors have the authority to remove sanctions from TEAMS.

Step	Action
1.	Supervisor: 'Next' to the **EMPS** screen for the month <u>prior</u> to the start of the sanction. (The sanctioned participant will not display on EMPS for the actual month(s) of sanction.) • Select the sanctioned participant by typing a character next to his or her name, and press Enter.
2.	Type an **S** in the N/S/D field to the left of the component that was sanctioned. Press Enter to access **SAMA**. • The SAMA screen will automatically display a new sanction number, as though you were adding a sanction.
3.	In the "Sanction Number" field, type the number of the sanction to be deleted. Press Enter to display that sanction.
4.	Tab to the "Remove Sanction" field at the bottom of the screen, and enter your password. **Press Enter** to delete the sanction, and **then press F5** to return to EMPS. • You may change the Compliance (CMPLY) indicator to 'Y.'
5.	OPA Eligibility Worker: 'Next' to **AF SEPA** for the month in which the person was disqualified, and change the participation code back to IN. Proceed through eligibility determination screens to update and authorize benefits.
6.	'Next' to the **EMPS** screen, and access **EMPL** for this person. Reestablish the Employability Plan/Family Investment Agreement for the individual.
7.	If reduced benefits were already issued, authorize a supplement on the UNAU screen *(See separate Process Guide, "Processing Over- and Underpayments")*.
8.	Send notices as appropriate per policy, and enter case notes on the **CANO** screen.